

Dean Nelson

Property Management Specialist

 (562) 555-7314

 dean.nelson@example.com

 linkedin.com/example/deannelson

 Long Beach, CA 90802

STRENGTHS

-  **Audit readiness**
Prepared PMSA evidence and inspection files with care, so reviewers found clear answers quickly.
-  **Record control**
Reconciled system records with physical property and location data, becoming a go to resource for discrepancies.
-  **Stakeholder coordination**
Brought contracts, finance, supply chain, and engineering into time sensitive fixes, keeping follow up visible.
-  **Investigation**
Traced lost or damaged property through records and conversations, then documented practical corrective action.
-  **Procedure improvement**
Reviewed recurring exceptions with teammates and adjusted workflows, making daily property control more consistent.

SKILLS

Government Property FAR 52.245-1

DCMA PIEE PMSA CostPoint

ERP Systems DOD Programs

Property Audits Record Keeping

Inventory Control

Subcontractor Control

Property Disposition

Contract Closure U.S. Citizenship

LANGUAGES

EnglishNative

SpanishIntermediate

SUMMARY

Government **property management specialist** with eight years supporting DOD and aerospace programs across acquisition, identification, utilization, maintenance, inventory, subcontractor control, stewardship relief, disposition, and contract closure. Applies **FAR 52.245-1**, DCMA requirements, PIEE workflows, CostPoint, ERP records, and **Property Management System** controls within controlled defense environments. Prepares audit and PMSA documentation, reconciles physical inventories with system records, investigates lost or damaged property, and coordinates corrective action with contracts, supply chain, finance, engineering, and program teams. Clear records, practical procedures, and steady stakeholder coordination support reliable accountability from receipt through closeout. Holds a bachelor's degree, an active U.S. Government **Top Secret clearance** adjudicated in 2024, and Certified Professional Property Specialist credentials. Brings disciplined stewardship and useful reporting to property operations requiring defensible records and timely decisions.

EXPERIENCE

Senior Government Property Specialist

Asterion Defense Systems

 May 2022 - Present

 Long Beach, CA

- Owns government property controls for DOD programs, supporting lifecycle accountability, PIEE and CostPoint records, DCMA coordination, PMSAs, audits, subcontractors, inspections, and contract closeout. Partners with contracts, supply chain, finance, engineering, and program teams to keep records defensible and decisions timely.
- Led **FAR 52.245-1** controls across acquisition, inventory, disposition, and **contract closure** activities.
 - Reconciled CostPoint **records** with physical inventories, servicing data, and documented location changes.
 - Prepared PIEE submissions and PMSA evidence for DCMA reviews and government inspections.
 - Investigated lost or **damaged property**, then coordinated corrective records with program stakeholders.
 - Updated property procedures with cross functional teams, improving consistency across subcontractor controls.
 - Prepared closeout reports that supported **relief of stewardship** and **contract completion** decisions.

Government Property Analyst

Pacific Vector Aerospace

 January 2020 - April 2022

 Hawthorne, CA

- Managed ERP based property records and **reporting** for aerospace programs, with focus on inventory reconciliation, audit preparation, loss investigations, servicing controls, disposition, and contract documentation. Coordinated findings across operational and administrative teams to maintain accurate stewardship records.
- Reconciled ERP property records against physical **inventory**, resolving discrepancies before audit review.
 - Investigated loss cases through record research, stakeholder interviews, and documented disposition recommendations.
 - Prepared audit schedules and supporting files for property reviews and **government inspection** requests.
 - Tracked **servicing requirements** and maintenance evidence across accountable aerospace property records.
 - Coordinated **disposition** actions with supply chain, finance, contracts, and program personnel.
 - Improved recurring reports by reviewing exceptions and clarifying follow up ownership.

Property Administrator

Sierra Mission Technologies

 June 2018 - December 2019

 Palmdale, CA

MY CAREER



- Senior Government Property Specialist at Asterion Defense Systems (4.3 Years)
- Government Property Analyst at Pacific Vector Aerospace (2.2 Years)
- Property Administrator at Sierra Mission Technologies (1.5 Years)
- Property Control Specialist at Canyon Ridge Aeronautics (8 Months)

- Administered defense property processes covering receipt, identification, utilization, inventory, subcontractor documentation, reporting, and disposition. Supported program teams with accurate records, practical controls, and clear follow up across active government contracts.
- Recorded government property **acquisition** and **identification** data within controlled program records.
 - Verified **utilization** and location information during scheduled inventory activities and record reviews.
 - Collected subcontractor property documentation, then resolved missing evidence with contract teams.
 - Prepared **inventory** reports that helped program leaders address exceptions before formal review.
 - Supported **disposition** packages by matching property records with approved contract actions.
 - Refined reporting routines after reviewing recurring discrepancies and stakeholder feedback.

Property Control Specialist

Canyon Ridge Aeronautics 📅 September 2017 - May 2018 📍 San Diego, CA

Supported controlled property receiving, tagging, location changes, inventory verification, audit preparation, and record maintenance for aerospace operations. Worked with warehouse, engineering, and program personnel to keep accountable property information current and traceable.

- Received and tagged controlled property, linking physical items with accountable records.
- Verified locations during **inventory** checks, documenting changes for timely system updates.
- Supported audit preparation by gathering tags, receipts, transfer records, and inspection evidence.
- Compared property records with servicing information, then flagged unresolved discrepancies for review.
- Coordinated warehouse and engineering follow up on missing or **damaged property**.
- Maintained organized files that helped supervisors answer property inquiries with confidence.

PROJECTS

Government Property Audit Readiness 📅 2024

Created a practical audit readiness workflow linking CostPoint records, physical inventory evidence, PIEE documentation, and PMSA support files. Improved traceability for reviews and inspection requests.

Contract Property Closeout Controls 📅 2023

Structured closeout records for disposition, relief of stewardship, subcontractor documentation, and final reporting. Helped teams resolve open property actions before contract completion.

LEADERSHIP & AWARDS

- Recognized by program leadership for dependable property audit preparation and clear supporting documentation.
- Selected as a trusted resource for resolving property record discrepancies across cross functional teams.
- Supported successful defense program inspections through organized records and timely follow up.

EDUCATION

Bachelor of Science in Business Administration

California State University, Long Beach 🎓 GPA: 0 📅 2017 📍 Long Beach, CA

Coursework: Operations management, business law, accounting, supply chain management

CERTIFICATIONS

- Active U.S. Government Top Secret Clearance 📅 2024
- Certified Professional Property Specialist 📅 2019

TECHNICAL SKILLS

- **Property Regulations:** FAR 52.245-1, agency clauses, DCMA requirements
- **Government Property:** Acquisition, utilization, stewardship relief
- **Property Lifecycle:** Maintenance, inventory, disposition
- **Audit Systems:** PMSA, property audits, inspections
- **ERP Platforms:** CostPoint, ERP records, property reporting
- **PIEE Workflows:** PIEE records, submissions, government property
- **Inventory Controls:** Physical inventory, tagging, location changes
- **Contract Administration:** Property provisions, contract closure, termination
- **Subcontractor Controls:** Subcontractor records, accountability, documentation
- **Property Investigations:** Lost property, damaged property, corrective action
- **Security Credentials:** Top Secret clearance, U.S. Citizenship, SCI eligibility
- **Defense Programs:** DOD programs, aerospace operations, export control

PROFESSIONAL AFFILIATIONS

- National Property Management Association member, supporting continued government property practice.
- Professional Property Specialists network participant, sharing practical stewardship and audit knowledge.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST